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The Gazette of Puducherry

PART - II

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GOVERNMENT OF PUDUCHERRY DIRECTORATE OF SCHOOL EDUCATION (SECRETARIAT WING)

(G.O. Ms. No. 78, dated 18th March 2015)

ORDER

The Empowered Committee on Midday Meal Scheme under the chairmanship of the Minister of Human Resources Development, Government of India has recently unanimously decided to encourage a scheme to involve members of the community in the effort to provide nutritious and healthy food to school children and to inculcate the feeling of equity and brotherhood among the children of all communities and reduction of the gap between the school administration and the community. Accordingly, under this scheme, quality meals are proposed to be served in schools by community members/public on important occasions like birth/death anniversaries of family members, festivals, etc.

2. Necessary guidelines for implementing a scheme 'Anna Dhanam' in Government Schools in the Union territory of Puducherry has been framed and the Director of School Education has sought approval of the Government to notify the same.

3. After careful examination of the proposal, the approval of the Lieutenant-Governor, Puducherry is hereby conveyed for implementing the scheme of 'Anna Dhanam' in Government Schools of this Union territory of Puducherry as per the guidelines appended to this order.

(By order of the Lieutenant-Governor)

B. ZAREENA BEGAM,
Under Secretary to Government
(School Education).

**GUIDELINES FOR IMPLEMENTING THE SCHEME OF
ANNA DHANAM IN GOVERNMENT SCHOOLS OF THIS
UNION TERRITORY OF PUDUCHERRY**

1. *Objective of the scheme.*— The objective of the scheme is to involve the members of the community in the effort to provide nutritious and healthy food to school children and to inculcate the feeling of equity and brotherhood among the children of all communities and reduction of the gap between the school administration and the community.

2. *Donor.*— Donor may be an individual, a family, a group or body constituent.

3. *Occasion for Anna Dhanam.*— (a) The occasion may be the birthday/wedding anniversary of the donor or his/her family members or any other happy or pleasant events in his/her family, like success in examinations or birth/death anniversary of his/her ancestors or any other commemoration days or festivals or memorial days, etc.

(b) The donor may choose the date or occasion of Anna Dhanam.

(c) The selected date should be a working day for schools.

4. *Choice of school(s).*— The donor may choose a particular school or a group of schools of his/her/their choice.

5. *Obtaining prior permission.*— (a) The donor should get prior permission from the competent authority.

(b) The donor should submit an application at least 7 days before the intended date, on which he/she/they would like to serve meals/food items to children.

(c) The donor should furnish the menu/list of food items intended to be supplied to children.

6. *Authority to grant permission.*— (a) Application for permission should be submitted to the following officers in each region:-

Sl. No.	Region	Authority
(1)	(2)	(3)
1	Puducherry	Deputy Director in-charge of Midday Meal Scheme
2	Karaikal	Chief Educational Officer
3	Mahe	Chief Educational Officer
4	Yanam	Delegate to Director of School Education

7. *Supply of meals/food items.*— (a) The donor should ensure himself/herself/themselves that prior written permission is received before the due date.

(b) The donor should ensure that only the permitted menu/food items is/are supplied to children without any deviation.

(c) The donor will not be permitted to supply any other items other than those permitted by the competent authority.

(d) The donor should ensure the quality and hygiene of the meals/food items supplied to children.

(e) The donor should ensure timely supply of hot cooked meals/food items during the lunch break without any delay.

(f) The donor or his/her/their authorised representatives should take meals/food items alongwith the children as a gesture of promoting the feeling of equality and oneness among the children, as otherwise permission granted will stand cancelled.

(g) The donor should arrange for transportation and supply of meals/food items at his/her/their own cost in closed containers in a hygienic manner.

8. *Other conditions.*— (a) The donor should not resort to collection of funds for this purpose directly or indirectly.

(b) The donor should not use this occasion as a publicity measure to promote his/her/their self-interest.

(c) The donor should desist from taking photos/videos of the students.

(d) The donor should desist himself/herself/themselves from indulging in any political/religious propaganda within the school premises during the occasion and thereafter citing the Anna Dhanam.

(e) The donor should be courteous and kind towards children and no form of abuse will be tolerated.

(f) There should be no discrimination of children based on caste, creed or religion or whatsoever.

(g) The donor should clean the premises after distribution to the satisfaction of the Head of the Institution concerned.

(h) The donor should obey the lawful instructions of the Head of the Institution concerned during the occasion and extend full cooperation to him for smooth conduct of the programme.

(i) The donor should take responsibility/liability for untoward incident, if any, during the supply or immediately after the supply of meals/food items.

(j) The department reserves the right to accept or reject the offer from any donor without assigning any reasons whatsoever.

(k) The department reserves the right to change the date for administrative reasons with prior intimation to the donor.

(l) The department may modify the menu/food items, if need be, in consultation with the donor.

9. *Grant of permission.*— (a) The officers designated in each region for this purpose shall examine each application and accord necessary permission, if found feasible, well in advance, say at least 5 days before the intended date so that the donor could make necessary arrangements without any difficulty.

(b) The Inspecting Officer/Head of Institution may be consulted before granting permission

(c) Copies of permission should be marked to the Director of School Education, Inspecting Officer, central kitchen/school canteen in-charge and to the Head of the Institution concerned.

(d) Menu/Food items should be such that they will not do any harm to the health of the children.

(e) Junk foods should not be allowed to be served.

(f) It should be ensured that the programme do not cause any dislocation/disturbance in the normal functioning of the school concerned.

(g) No permission shall be granted for conducting the programme on closed holidays or during vacation.

(h) If the school is served by central kitchen, the official in-charge of the Central kitchen should be notified of the programme so that he could reduce the quantity of food to be prepared on that particular date accordingly.

(i) A register of permission granted should be maintained by each authority granting permission.

(j) A monthly report giving the details of permission granted, number of schools and children covered during the month should be submitted to the Director of School Education by the authority granting permission.

(k) A letter of thanks shall be sent to the donor as soon as the event is over by the authority granting permission.

(l) Difficulties, if any, should be brought to the notice of the Director of School Education for orders.

10. *Action to be taken at school level.*— (a) The Head of the Institution concerned should ensure that hot cooked meals/food items are brought/delivered in closed containers in hygienic manner.

(b) It should be ensured that the menu/food items supplied conform to the menu/food items approved in the permission.

(c) The Head of the Institution concerned should taste the meals/ food before supply/distribution to children and satisfy himself/herself as to the quality of the preparation. Some other teachers may also be requested to taste the food.

(d) It should be ensured that the donor arrange for cleaning of the premises after the event.

(e) After completion of the programme, a report should be sent to the authority granting permission through the Inspecting Officer with feedback from children and other teachers under intimation to the authority granting permission.

11. *Appeal.*— Appeal if any, shall lie with the Director of School Education, Puducherry.

12. *Interpretation and clarification.*— Interpretation and clarification, if any, required in respect of this scheme, the same will be referred to the Government for decision, which will be final and binding on all concerned.

